

CITY OF CROWN POINT
JOB POSTING - POSITION DESCRIPTION

Title: Planning Administrator	Status: Full Time
Department: Community Development	FLSA Status: Exempt
Reports to: Director of Community Development (Planning)	Date: July 2009

Summary: Coordinate and participate in Planning and Building responsibilities for the City. Research, review and prepare reports for the Plan Commission Board, Board of Zoning Appeals and Historic Preservation Commission.

Essential Duties and Responsibilities: Provide daily consultation and assistance to the general public, builders and land developers. Advise boards on planning recommendations for subdivision developments, rezoning petitioners and site development plans. Review site development plans for new development. Enforce zoning, building, and property maintenance codes. Serve as a member of various city government committees. Perform inspections as necessary.

Desired Minimum Qualifications

Education and Experience: A college degree in planning or related field. The ability to work with the general public, developers, contractors and residents and the ability to work to bring opinions to consensus. Knowledge and practices of government relations.

Necessary Knowledge, Skills, and Abilities: Computer literacy in Windows based programs to include Excel, Word and email and internet applications. Effective verbal and written communication skills; strong customer service orientation and attention to detail. General knowledge of building and zoning codes. Familiarity with office equipment to include copiers and facsimile machines. A valid drivers license.

Licensing and Regulation: None

Physical Demands: Sitting, walking, repetitive motions

Work Environment/Schedule: Indoor and outdoor environment; flexible weekday schedule.

Salary Range: 57,000-63,000

Posting Dates: July 15, 2009-July 22, 2009

Please send interest to Karen Marben, Director of Human Resources

Please note: The duties listed above are intended as general descriptions of the work performed by persons assigned to this position, not an exhaustive list of all duties, responsibilities, and skills required. This position description does not constitute an employment contract and is subject to change as required.